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[www.msdb.mt.gov](http://www.msdb.mt.gov)



## COME WORK (*AND PLAY*) IN BIG SKY COUNTRY! AT THE MONTANA SCHOOL FOR THE DEAF AND THE BLIND

**DEPARTMENT:** Student Services

**POSITION TITLE:** Cottage Life Attendant – Girls Cottage

**STARTING SALARY:** \$9.857 (increase to \$10.687 after one year probation)

**BENEFITS:** Full Insurance Package

**JOB LOCATION:** Montana School for the Deaf and the Blind

**STATUS:** Permanent, Full-time

**SUPPLEMENT REQUIRED:** No

**POSITION NUMBER:** 51303133

**BARGAINING UNIT:** UFCW

**CLOSING DATE:** first application review – September 1, 2015 then open until filled

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### TYPICAL DUTIES:

Works under direct supervision of Lead CLA and Supervising Counselor. Cares for, counsels and instructs deaf and/or blind children in a group-living environment. Instructs students in daily living skills, personal care and safety procedures. Ensures students have a safe and clean living environment. Instructs students in cleaning procedures and age appropriate self-help skills typically performed in home setting. Follows protocol for referring ill students to health services department. Provides assistance and instruction in supervision of play and recreation activities on and off-campus. Transports students to and from off-campus activities. Other duties as assigned.

Detailed Job Description available upon request.

**QUALIFICATIONS:** A high school diploma or equivalency is required. Training or experience in the field of child care in residential facilities, Red Cross, CPR, and other related training is highly desirable. During the one year probationary period, Cottage Life Attendant I must successfully complete the Advanced Training Course for Residential Child Care Workers before advancing to CLA II position. This program was developed by the National Resource Center for Youth Services at the University of Oklahoma and is conducted by the staff at the Montana School for the Deaf and the Blind. Other combinations of education and experience which could provide this knowledge, skills and abilities will be evaluated on an individual basis.

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**ACCOMMODATIONS:** The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth

certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

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**ADDITIONAL REQUIREMENTS:** MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms, stoop, kneel or run. The employee is regularly required to use sign language to communicate with students and staff and occasionally required to utilize computer keyboards both of which may result in the repetitive motion of hands and arms. The employee must have a valid Montana driver's license and must clear a fingerprint background check with no felony convictions. The employee must occasional lift and/or move up to 50 pounds. Work requires expression or exchange of ideas and the ability to receive detailed information. Must work cooperatively with other program staff. Position requires working morning, split, evening and weekend shifts. The work environment consists of an 18 acre campus with four buildings housing the education program and three buildings housing the residential program.

The physical demands and work environment characteristics described must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General knowledge of child care; proper personal hygiene and other self help skills; understanding the behavior, personality and growth of youth; understanding the foundation of developing relationships and impact it has on youth; understanding the principles of discipline and how it can be used to develop self-control and self-discipline; understanding child development; and understanding the social/emotional needs of children with vision or hearing conditions.

The successful candidate will be required to have or learn basic sign language skills to communicate with deaf staff and students. New employees hired after July 1, 2012 must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated through the Sign Language Proficiency Interview. New employees to this position must meet the Target Skill level Standard of "Intermediate" within 3 years of the date of hire.

**APPLICATION AND SELECTION PROCESS:** Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, structured interview, and reference checks. Incomplete or unsigned application forms may not be considered.

**INQUIRIES AND REQUEST FOR APPLICATION:**

**Montana School for the Deaf and the Blind  
3911 Central Ave  
Great Falls, MT 59405  
406-771-6000**

**APPLICATION:** <https://jobs.mt.gov/>

**An Affirmative action/Equal Opportunity Employer**

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000